

PEACE OFFICER APPLICATION FOR LICENSE
PEACE OFFICER STANDARDS AND TRAINING BOARD
PFN 1

INSTRUCTIONS

The Peace Officer Application for License form should be used by peace officers to apply for their initial peace officer license or to apply for the renewal of their peace officer license. All requested information is mandatory. Failure to provide all of the information will delay the issuance of a license.

Note: This form may **not** be used by part-time peace officers. Part-time officers must use the Part-Time Peace Officer Application for License, PFN 11.

Specific instructions for completing the form are as follows:

Officer Name

The name of the peace officer applying for a license should be printed in this area. It is preferred that the name be printed last name first, first name, then the middle initial.

License or Social Security Number

The applicant's four digit peace officer license number should be placed in this area. If the officer does not know their license number, it is printed on the front of the peace officer license card. If the license number can not be determined or if the officer is applying for a license for the first time, the social security number of the officer must be used.

Home Address

The home mailing address for the officer must be printed in this area. Do not use the mailing address of the employing agency.

Department Name

The name of the agency that the officer is employed by should be printed in this area.

License Category Requested

A check mark should be placed in the appropriate box on the form. A general license is only available to those officers who have met all of the licensing requirements or are applying to have a license renewed. A limited license is only available to a new officer who has not yet completed the required basic training and/or has not completed the licensing examination.

Education Level

The applicable code for the level of education completed by the applicant officer should be entered in the code boxes.

Classification

The applicable code for the classification of the applicant officer should be entered in the code boxes.

Position/Rank

The applicable code for the position or rank that the applicant officer holds should be entered in the code boxes.

License Fee

The initial license period will be one two or three years depending on the officer's last name. The initial license fee will be \$45.00 regardless of the initial license period. The fee for all license renewals is \$45.00. If a license has expired for thirty days immediately after the expiration date, a fee of \$100.00 is required for late renewal of the license. If a license has expired for thirty one to three hundred sixty five days after the expiration date, a fee of \$250.00 is required for late renewal of license. The applicant must submit a fee of \$500.00 for reinstatement of license. The POST Board must determine if the license will be reinstated and may impose further requirements to be met by the applicant prior to the license being reinstated.

All checks should be made payable to the POST Board and sent to:

POST Board
PO Box 1054
Bismarck ND 58502-1054

Signature

The applicant for the license must sign the application in this section.

Date

The date the applicant signs the application for the license must be placed in this section.

Amount of Fee Enclosed

The amount of the licensing fee to be sent with the application should be entered in this section.



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Officer Name (Last, First, Mi)	Peace Officer License or Social Security #
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Home Address

Department Name

LICENSE CATEGORIES

General License: Issued to peace officers who have met all licensing and training requirements. Initial license will be for 1, 2, or 3 years depending on last name. Subsequent licenses are for three years.

Limited License: Issued to persons who have been hired by law enforcement agencies but who have not completed basic training and/or the licensing examination. Limited licenses may not be issued to part-time officers.

LICENSE CATEGORY REQUESTED (CHECK ONE)

General License
 Limited License

The following information is requested to update individual officer records:

Education Level: _____ Code

01 GED	09 Doctorate Degree (PhD)	17 Five or More Years College
02 Associate of Arts (AA)	10 No High School	18 One Year Graduate School
03 Bachelor of Arts (BA)	11 Some High School	19 Two Years Graduate School
04 Bachelor of Science (BS)	12 High School Graduate	20 Three or More Years Graduate School
05 BA or BS in Criminal Justice	13 One Year College	21 Post Graduate School
06 Master of Arts (MA)	14 Two Years College	22 Law Degree
07 Master of Science (MS)	15 Three Years College	23 Voc Ed Program Certificate
08 MA or MS in Criminal Justice	16 Four Years College	

Classification : _____ Code

01 Deputy	05 Game Warden	09 Inactive
02 Police Officer	06 Ranger	10 Other _____
03 Trooper	07 Special Agent	
04 Parole/Probation Officer	08 Correctional Officer	

Position/Rank: _____ Code

01 Sheriff	04 Investigator (SO)	08 Captain	12 Chief Agent
02 Chief Deputy (SO)	05 Director	09 Lieutenant	13 Detective (PD)
03 Chief of Police	06 Colonel	10 Sergeant	14 Supervisory Special Agent
04 Deputy Chief (PD)	07 Major	11 Corporal	15 Other _____

LICENSE FEE

Initial License: Issued for a one, two or three three-year period depending on last name. Initial license fee regardless of license period is \$45.

License Renewal Fee: \$45.00 for a three year period
 Late Renewal Fee: \$100.00 up to 30 days
 Late Renewal Fee: \$250.00 31 days to 365 days
 Reinstatement Fee: \$500.00

PLEASE MAKE CHECKS PAYABLE TO: POST Board

Mail to: POST Board
 PO Box 1054
 Bismarck ND 58502-1054

Signature	Date	Amount of Fee Enclosed
X		\$